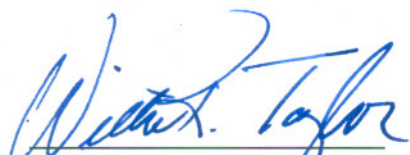


U.S. Department of the Interior

Electronics Stewardship Implementation Plan


Willie R. Taylor

Director
Office of Environmental
Policy and Compliance

Date

6/20/08


Michael J. Howell, Jr.

Chief Information Officer
Department of the Interior

Date

6/19/08


Debra E. Sonderman

Director
Office of Acquisition and
Property Management

Date

6/18/2008

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EXECUTIVE SUMMARY

This Electronics Stewardship Implementation Plan (Plan) is the Department of the Interior's (DOI) policy to implement the electronics stewardship requirements of *Executive Order 13423 – Strengthening Federal Environmental, Energy, and Transportation Management* (EO 13423). EO 13423 supersedes the Promoting Sustainable Environmental Stewardship of Federal Electronic Assets Memorandum of Understanding signed by the Department in November 2004.

The Department's commitment to Electronics Stewardship began when it joined the Federal Electronics Challenge in November 2004. In November 2006, the DOI Assistant Secretary – Policy, Management and Budget issued a memorandum (Appendix 2) establishing the Department's Electronics Stewardship Task Force (Task Force) to "...develop a Sustainability Program for Electronics Stewardship." The memo states: "Successful completion of the objective requires participation and cooperation from several Department disciplines, including information technology, property management, acquisition management, budget, and environmental management. The Task Force will leverage existing policy and work through relevant Department management councils to finalize work products."

Further, the Department is committed to implementing EO 13423, including Electronic Stewardship. In a memorandum to all Departmental senior level officials regarding EO 13423 implementation (Appendix 3), the Secretary of the Interior states "Our accomplishments to date provide an excellent foundation for us to intensify and broaden our efforts to meet the ambitious goals of the E.O. ... I expect the Department, as the Nation's premier conservation agency, to lead by example."

Thus, the Department's vision for the Electronics Stewardship Program (Program) is:

The Department will be a government leader in meeting or exceeding EO 13423 electronics stewardship requirements for electronic equipment's life-cycle phases, acquisition, maintenance, and disposal, through multi-disciplinary management.

The requirements of EO 13423 that must be met by 2010 are:

- 1) Acquire 95 percent Electronic Product Environmental Assessment Tool (EPEAT) registered equipment;
- 2) Enable Energy Star® on 100 percent of computers and monitors as applicable;
- 3) Maintain electronic equipment for longevity (4 years);
- 4) Dispose electronic equipment at end of life in an environmentally responsible manner, such as through reuse, donation, or recycling; and
- 5) Organizations/facilities must participate in the Federal Electronics Challenge, or an equivalent electronics stewardship program.

This Plan identifies key steps for the Department's long term strategy for an Electronics Stewardship Program and meets the requirements of EO 13423. It also outlines how the Electronics Stewardship Program can be incorporated into an organization/facility environmental management system (EMS) as required by Sec. 3. (c) of EO 13423, assigns roles and responsibilities for implementation, and sets target dates for completion of tasks.

1.0 INTRODUCTION

1.1 Background

This DOI Electronics Stewardship Implementation Plan (Plan) complies with *Executive Order 13423 – Strengthening Federal Environmental, Energy, and Transportation Management* (EO 13423) signed by the President in January 24, 2007 and the accomplishing Implementing Instructions from the Council for Environmental Quality and the Office of the Federal Environmental Executive. EO 13423 supersedes the Promoting Sustainable Environmental Stewardship of Federal Electronic Assets MOU signed by the Department in November 2004. Relevant sections of both documents are included in Appendix 1.

1.2 Department Vision

The Department will be a government leader in meeting or exceeding EO 13423 requirements for electronics stewardship across the three life-cycle phases for electronic equipment, acquisition, maintenance, and disposal, in coordination with all relevant management disciplines.

The Department will achieve this vision by:

- Acquiring cost effective, energy efficient, environmentally preferable electronic equipment, and EPEAT registered equipment as applicable;
- Maintaining equipment for energy efficiency;
- Designing information systems to maximize energy efficiency and infrastructure utilization consistent with cost considerations;
- Enabling Energy Star® on all applicable equipment;
- Maintaining equipment for longevity;
- Identifying and replicating best life-cycle management practices for electronic equipment;
- Reducing the economic and environmental life-cycle costs of federal electronic equipment;
- Promoting growth of the market and infrastructure for the reuse, donation, transfer, sale, de-manufacturing, and recycling of obsolete electronic equipment; and
- Coordinating across Department information technology (IT), acquisition, property, and environmental management disciplines, as well as cooperating with private sector and external federal initiatives aimed at achieving similar goals.

1.3 Department Bureaus/Offices

The Department has nine bureaus and offices, all of which have unique missions, unique management cultures, and separate budgets.

Each bureau/office will create an Electronic Stewardship Program and an Electronic Stewardship Implementation Plan consistent with their mission to ensure their unique opportunities and challenges are identified and addressed when implementing this DOI Plan.

The Department will work closely with bureau/offices through the DOI Electronic Stewardship Task Force (Task Force) to maximize opportunities to streamline programs and make programs complementary. For example, when electronic equipment is at end-of-life, the Department will

create policies and processes that include data security and environmentally responsible disposal requirements in a straightforward and efficient manner to aid property managers who determine the equipment's final disposition.

1.4 Definitions

“Electronics, Electronic Products or Electronic Equipment” Electronic equipment is any product with a plug or battery. This Plan focuses on managing end-user office equipment, and will develop over time to include more electronic equipment as appropriate.

“Electronic Product Environmental Assessment Tool” Electronic Product Environmental Assessment Tool (EPEAT) registers electronic equipment that meet stringent environmental standards. Currently EPEAT registers Desktops, Laptops, and Monitors, and is creating standards for new equipment. More information is available at www.epeat.net.

“Environmentally Responsible Electronics Disposal” Equipment is reused or recycled for the highest and best use as allowed by applicable property management policies. Electronics equipment that cannot be reused will be given only to those recyclers that comply with environmental laws and best practices. Electronics equipment should never be land-filled.

“Energy Efficient Electronics” are Energy Star® certified under the latest standards and are power managed.

“Environmental Management System” is a set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency. It is a planning tool that helps an organization achieve its environmental compliance obligations and continually improve overall environmental performance, including those environmental aspects related to energy and transportation functions. It is not a stand-alone environmental program or a data management program, but links existing and new organizational responsibilities, programs, and activities. EMS implementation reflects accepted quality management principles based on the “Plan, Do, Check, Act,” model found in the International Standard Organization 14001:2004(E).

“Environmentally Preferable” means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, product, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

“Life-cycle Cost” means the sum of the present values of capital costs, installation costs, operating costs, maintenance costs, and disposal costs over the lifetime of the project, product, or measure.

“Life-cycle Cost-effective” means that the life-cycle costs of a product, project, or measure are estimated to be equal to or less than the base case (i.e., current or standard practice or product).

2.0 EO 13423 ELECTRONICS STEWARDSHIP IMPLEMENTATION

2.1 Department Electronics Stewardship Task Force

The Department Assistant Secretary – Policy, Management and Budget established the Task Force on November 3, 2006. The Task Force is co-chaired by the Office of the Chief Information Officer, the Office of Acquisition and Property Management, and the Office of Environmental Policy and Compliance. Each bureau/office Director assigned three representative Subject Matter Experts (SME) from information technology, acquisition, property, and environmental management disciplines. One SME serves as the bureau/office lead and is responsible for coordinating with the other designated representatives internally, as applicable.

The Task Force is charged with creating the Department Electronics Stewardship Program (Program) through implementation of this Plan. The Task Force will prioritize milestones and initiatives in this Plan to meet EO 13423 requirements. Implementation will be executed through creation of policy, plans, tools, and training; assessing and reporting progress; and taking corrective action(s) to address shortfalls. Additionally, the Task Force is responsible for keeping this Plan up to date, and ensuring that Department meets the targets, milestones, and initiatives contained herein.

The Task Force will consider life-cycle costs and savings in making determinations about all electronic equipment investments with regard to capital assets, services, and procurements; decreasing government's life-cycle costs; achieving sustainable design principles; reducing energy and water consumption; and reducing the environmental impact/footprint of the government's operations as it implements its primary mission and improves the quality of service and effectiveness of government.

To be successful, efficient, and effective, the Program must coordinate with related management directives, initiatives and councils, including, but not limited to the Information Technology, Acquisition, Property, and Environmental Management Programs.

2.2 Bureau/Office Electronics Stewardship Programs and Implementation Plans

The Task Force should be replicated at each bureau/office as applicable, including the required multi-discipline coordination. Each Bureau/Office Task Force will create a Bureau Electronics Stewardship Program and Implementation Plan (Bureau/Office Plan(s)) consistent with its unique mission, management culture, and budget. Bureaus/offices should use the Departmental Plan as a template for their Bureau/Office Plans. Bureau/Office Plans must have specific goals and target dates for implementation of the Departmental Plan through creation of policy, plans, tools, and training; assessing and reporting progress; and taking corrective action(s) to address shortfalls. At a minimum, Bureau/Office Plans must address all five EO 13423 mandates for electronic equipment by 2010.

Each Bureau/Office Task Force will submit their Bureau/Office Plans to the Office of Environmental Policy and Compliance and no later than December 30, 2008, and updated annually or as needed thereafter.

2.3 Environmental Management System

EO 13423 requires federal agencies and their organizations/facilities to use their Environmental Management Systems (EMS) to ensure implementation of the activities necessary for meeting the goals of the E.O. These goals include specific requirements for federal electronics stewardship by agencies and their facilities.

Appendix 4 provides suggestions for incorporating electronics stewardship into the elements of your organization/facility EMSs, utilizing the framework of ISO 14001:2004(E). The table also includes examples and references to specific Federal Electronics Challenge resources that may assist you in evaluating and integrating electronics stewardship into your EMSs.

2.4 Training, Education, and Promotion

The Task Force will create a Training, Education, and Promotion Roadmap, including immediate next steps by December 30, 2009.

3.0 PRODUCT LIFE-CYCLE MANAGEMENT GOALS FOR ACQUISITION, MAINTENANCE, AND DISPOSAL

3.1 Acquiring Environmentally Preferable Electronics

The Department will consider environmentally preferable purchases of electronics for EPEAT registered equipment, Energy Star® certified equipment, printing and imaging equipment, servers and data centers, and all electronic equipment as appropriate.

3.1.1 Acquiring Electronic Product Environmental Assessment Tool Registered Products

The Department will meet the EO 13423 EPEAT requirement to acquire 95 percent Electronic Product Environmental Assessment Tool (EPEAT) registered products for which there are EPEAT¹ standards by:

- Incorporating appropriate EPEAT requirements into applicable IT contracts and address Federal Acquisition Regulation clauses related to EPEAT, and
- Purchasing EPEAT Silver electronic products, or Gold if available.

The Department awarded a DOI-wide Mandatory Use IT Hardware Contract to companies that provide EPEAT registered products in September 2005. In March 2007, to ensure the mandatory IT Hardware Contract remains EPEAT compliant, the Department chartered a multi-disciplinary DOI IT Hardware Acquisition Team (HAT). In late 2007, the HAT finalized the DOI IT Hardware Contract Management Standard Operating Procedures that require products on the Contract to be EPEAT registered as applicable.

¹ The Electronic Product Environmental Assessment Tool is an easy-to-use tool to help purchasers rank electronics products based on their environmental attributes. For information, assistance and other support on the Electronic Product Environmental Assessment Tool tool, go to: <http://www.epeat.net>.

The Task Force must create a strategy by December 30, 2008 to make purchase of EPEAT registered products Departmental policy.

The HAT will work with the DOI Information Technology Management Council and the DOI Chief Technology Officer Council to determine the percentage of electronic equipment that is EPEAT registered by June 30, 2009.

3.1.2 Acquiring Energy Star Certified Products

The Department will meet the EO 13423, Energy Policy Act of 2005, and the Energy Independence and Security Act requirement to acquire Energy Star® for all appropriate electronics equipment by:

- Incorporating appropriate Energy Star® requirements into applicable IT contracts and addressing Federal Acquisition Regulation clauses related to Energy Star®, and
- Purchasing EPEAT registered products, which includes Energy Star®.

Energy Star® is a requirement of products on the DOI-wide Mandatory Use IT Hardware Contract for all Desktops, Laptops, Monitors, and Printers.

The Task Force will create a strategy to make purchase of EPEAT registered products Departmental policy by December 30, 2008.

3.1.3 Acquiring Environmentally Preferable Printing and Imaging Equipment

The Department will use life-cycle cost approach to purchase Imaging Equipment (copiers, printers, Faxes, etc) that are:

- Energy Star® certified,
- Duplex printing capable,
- Able to use remanufactured cartridges in printers without voiding the equipment warranty, and
- From a manufacture that will take the equipment back at end-of-life.

The DOI-wide Mandatory Use Contract includes the four criteria above (excluding duplex capability for the travel-size printer).

The Department's strategic sourcing initiative (SSI) for procuring copier-based multifunctional devices puts forth terms and conditions that approved equipment shall be Energy Star® certified, duplex printing capable, and that manufacturers will have a toner cartridge recycle program, and accept the equipment at end-of-life.

Note: The copier SSI does not address printers. Equipment maintenance agreements with the copier manufacturers specify that manufacturers will supply all consumable supplies except for paper. Hence, toner from resellers would not be used. Presumably, were there an effort on printers, then such remanufactured toner could be used.

The Task Force must create a strategy that outlines development of a purchasing policy that uses the four criteria listed above, by December 30, 2009.

3.1.4 Acquiring Environmentally Preferable Servers and Data Centers

The Department IT Infrastructure should use life-cycle cost approach to purchase servers and other equipment for data centers that are:

- Energy Star® certified, and
- EPEAT registered

when such Energy Star® certification and EPEAT registration becomes available.

The Task Force will create a strategy that outlines development a purchasing policy for environmentally preferable servers and other equipment for data centers Departmental policy by December 30, 2009.

3.1.5 Acquiring Environmentally Preferable Electronic Equipment – All Else

This Plan primarily focuses on managing office equipment, the Task Force will determine the best approach to ensure the Department considers environmentally preferable attributes when purchasing, maintaining, and disposing all electronics equipment.

3.2 Maintaining Electronics for Energy Efficiency

The Department will enable Energy Star® on 100 percent of DOI computers and monitors unless such equipment is exempt due to mission requirements.

The Task Force will create a strategy to enable Energy Star® on 100 percent of DOI computers and monitors by December 30, 2008.

The Department will maximize utilization of infrastructure to reduce energy consumption. For example, the Department will use of server virtualization to the number of servers needed.

3.3 Maintaining Electronics for Longevity

The Department will extend the life-cycle of electronic equipment by:

- Extending the average useful lifetime of electronic equipment to four (4) or more years as appropriate, and
- Using EPA's guidance to improve the operation and maintenance of electronics products provided at www.federalelectronicchallenge.net/resources/docs/oandm.pdf.

The DOI-wide Mandatory Use IT Hardware Contract includes an option to extended warranties to five years for desktops and laptops as of September 2005.

The Task Force will create an Electronic Equipment Longevity Roadmap, including immediate next steps, by December 30, 2008.

3.4 Environmentally Responsible Disposal

The Department will dispose of electronics equipment in an environmentally responsible manner. When the Department organization that purchased the product no longer needs that product and wishes to dispose it, they will:

- Ensure timely reuse, donation, sale, or recycling of equipment for the highest and best use;
- Comply with GSA procedures for the transfer, donation, sale, and recycling of electronic equipment, provided at http://www.federalelectronicschallenge.net/resources/docs/gsa_eolfact.pdf. Department facilities must be good neighbors to the citizens they serve by adhering to applicable Federal, state and local environmental protection and energy conservation laws and regulations;
- Use national standards, best management practices, or a national certification program for recyclers. In the absence of national standards, use best management practices, or a national certification program for recyclers, agencies will use EPA's Guidelines for Materials Management for Plug-In To eCycling partners found at www.epa.gov/epaoswer/osw/conserve/plugin/guide.htm.
- Comply with GSA's Computers for Learning Program under E.O. 12999 when transferring their computers and other eligible equipment and will use GSA's Computer for Learning website, www.computers.fed.gov, to affect the transfer; and
- Ensure applicable IT equipment contracts incorporate adequate language to require that, at the end of the lease period, the equipment is reused, donated, sold, or recycled using environmentally sound management practices.

The Department IT Hardware Contract includes an option to return Department electronics equipment to the manufacturer.

The Task Force will create an Electronics Reuse and Recycling Roadmap that uses existing IT security and property management policy and identifies gap where policies or practices are not adequate to implement this Plan by December 30, 2008.

3.5 Federal Electronics Challenge Membership

The Federal Electronics Challenge (FEC) is an excellent program to help facilities set, meet, and report on targets for effective electronics stewardship at the organization/ level.

All DOI organizations/facilities will join the Federal Electronics Challenge or operate under an equivalent program. An equivalent program includes creation of policies as well as implementation and progress towards the milestones outlined in their electronics stewardship program.

The Department is an Agency Partner in the Federal Electronics Challenge as of December 2007.

The Task Force will create a Federal Electronics Challenge Roadmap by December 30, 2008.

4.0 PERFORMANCE

4.1 Conducting Gap Analyses

The Department and Bureau/Office Task Forces must perform an assessment of current policy, criteria, contracts, training, and other areas to identify shortfalls and best practices in the Department's Electronics Stewardship Program. Updates to this Plan will prioritize and address any necessary corrective actions and replicate best practices.

The Department will conduct an initial Gap Analysis by December 30, 2008.

The Task Force will identify and prioritize future Gap Analyses by December 30, 2008.

4.2 Reporting

The Office of Environmental Policy and Compliance (OEPC) will submit the Electronics Stewardship portion of the Environmental Stewardship Scorecard to the Office of Management and Budget in January and July, as required. Each Bureau/Office Task Force must provide the required data to the OEPC Director when requested, to meet the OMB scorecard reporting cycle.

All elements of this plan must meet the prescribed set of performance data validation and verification standards per Deputy Assistant Secretary - Performance, Accountability, and Human Resources memorandum dated May 10, 2007 (Appendix 5).

The Task Force will create a Reporting strategy by December 31, 2008.

4.3 Performance Evaluations

Accountability is ensured through the DOI quarterly Internal Scorecard reporting process. The Scorecard results link to the performance standards and performance evaluations of senior agency officials responsible for implementing this Plan as well as relevant agency staff, such as facility managers, environmental and energy program managers, vehicle fleet managers, contracting officials, and others as appropriate.

The Task Force will include Electronics Stewardship performance metrics in the DOI Internal Scorecard by December 30, 2009.

4.4 Sharing Best Practices and Providing Recognition

The Department and Bureau/Office Task Forces encourages Department organizations/facilities to apply for federal, Departmental and bureau/office awards programs so that they may be recognized for outstanding accomplishments consistent with this Department Plan. Such award programs include: the White House Closing the Circle Awards via the Federal Electronics Challenge, the Department of the Interior Environmental Achievement Awards, and other internal bureau/office awards programs. Award recipient best practices will be shared with others across the Department and the federal community.

The Department of the Interior Environmental Achievement Award will create an Electronics Stewardship category by June 30, 2009.